

## City of Dublin Preschool Program

## 2017-2018 Required Student File Documentation Packet Checklist

| Student Name:   |
|---|
| Which class is your child registered in?  |
| Dublin Preschool at Shannon 3 Yr Old MWF AM Dublin Preschool at Dublin Elementary 4 Yr Old TTh PM MTWTH   |
| The following documentations are required and must be completed and on file   |
| prior to the student being officially accepted into our Preschool Program.  |
| O Emergency Information Form Completed/Signed Please put NONE on this form is you child has no allergies.   |
| O Allergy Action Plan (Must be signed by doctor; required if student has any allergy) Any medication needed to treat student as described on Emergency form / Allergy Action Plan (required if noted on Emergency Form / Allergy Action Plan)                       |
| O All medications prescribed and over the counter must have an RX label from the pediatrician clearly stating the students name, dosage, expiration date and clear instruction to administer to student (required if noted on Emergency Form / Allergy Action Plan) |
| O Copy of Birth Certificate or Passport   |
| O Copy of Current Immunization Record   |
| O <b>Proof of Residency</b> (must be a current driver's license, utility bill or mortgage statement ONLY)   |
| O Parent Handbook Acknowledgement Slip  |
| O Materials Usage Acknowledgement & Walking Excursion Permission Slip   |
| Parent Participation Requirement:   |
| O Live Scan application and volunteer application completed/signed and ready to be submitted to the C.O.D. Police Dept. when fingerprinted- Must be completed prior to first volunteer date.  |
| Name of Parents/Guardians Volunteering in the classroom   |